

JOB DESCRIPTION – RN –Admissions**QUALIFICATIONS**

1. Must maintain a current license to practice as a Registered Nurse in the State of Oregon.
2. Minimum of one year work experience as a professional community health nurse (Hospice, Home Health), preferably with one year end-of-life, acute care experience. Oncology preferred.
3. Must be able to function as an efficient, effective and collaborative member of the SCH Primary Care Admissions Team and all other teams within this agency and other facilities with primary emphasis as relates to the SCH Patient Plan of Care.
4. Must understand and remain in compliance with Oregon State Board of Nursing, Nursing Practice Act, Scope of Practices relevant to Licensed Nurses and standards as related to Divisions: 31, 45, 47, 50, 56 and 63.
5. Must understand and remain in compliance with the American Nurses Association Code of Ethics for Nurses.
6. Must have, provide and maintain proof of professional liability insurance coverage.
7. Must have current and maintain CPR certification.
8. Able to receive direction and independently follow tasks through with minimum supervision.
9. Demonstrate excellent critical thinking skills.
10. Must be able to operate basic office equipment necessary to performance of duties, e.g. fax, copier, multi-phone line and computer.
11. Ability to meet the physical demands of the job, such as patient lifting, repositioning, transferring, etc.
12. Must be able to communicate clearly and concisely.
13. Must be able to respond to others, patients and co-workers, in a caring, calm and supportive manner.
14. Detail oriented, able to multi-task and remain flexible with assignments.
15. Maintains professional integrity throughout performance of all job duties, demonstrates exemplary work ethic.
16. Must be able to uphold performance and attendance standards.
17. Adheres to the practice of confidentiality regarding patients, families, staff, the organization, etc.
18. Able to serve as a positive representative of SCH at all times.
19. Able to act in a kind, decent and respectful manner at all times, demonstrating excellent interpersonal communication skills.
20. Ability to work flexible hours, including evenings and/or weekends as needed, requested or assigned.
21. Ability to maintain a healthy balance between personal and professional life, respecting the privacy of both.
22. Must be able to recognize, support and adhere to all SCH policies, procedures and performance standards.
23. Must possess, or within 30 days be able to possess, a valid Oregon Driver's License or ID card, dependable transportation and proof of automobile insurance coverage.
24. Must satisfactorily complete Initial Competency Skills checklist with Primary Care Coordinator (PCC) within 30 days of hire.

SKILLS REQUIRED

1. Basic nursing skills and pharmacological comfort-based training/understanding related to end-of-life comfort-based care.
2. Operation of computer including ability to navigate a medical program..
3. Strong organizational, interpersonal and teambuilding skills.
4. Excellent written, verbal and listening communication skills, supporting clear and concise communication.
5. Patient transfer/moving safety skills.

PHYSICAL REQUIREMENTS

1. Must be able to safely lift/transfer a maximum of 50 lbs., required use of a 2-person assist with any awkwardly shaped or heavier person or object.
2. Must be able to safely negotiate in a variety of environments, e.g. steep stairs, uneven surfaces, cramped physical quarters, etc.
3. Ability to drive in a variety of road and weather conditions, day or night, adhering to all safety standards, seat belts and no use of cell phones.

JOB DESCRIPTION – RN –Admissions**WORK ENVIRONMENT/HOURS**

1. Typical office setting.
2. Diverse surroundings in patient homes with unpredictable environments such as uneven surfaces and potential hazards such as animals, tobacco smoke and exposure to communicable diseases, etc.
3. Hospitals, nursing homes, assisted living facilities, adult foster homes, etc.
4. This is an rotating shift of 4/ 10 hour days on one week and 3/ 10 hour days on the following week, which then repeats.

PURPOSE

Cooperates and collaborates with the total SCH Interdisciplinary Team to admit patients to the Hospice program and provide patient-centered care for assigned Hospice patients as well as constructing and implementing the patient's Plan of Care. Other nursing duties may be assigned from time to time to assist in over-sighting as a Primary Care RN in the day-to-day operations of the Nursing Department to assist in maintaining quality of care for SCH patients/families.

SUPERVISION RECEIVED

The Admissions RN is dually supervised. She/he is primarily supervised by the Admissions Coordinator under the direction of the SCH Medical Director and patient's attending physician. However, the Admissions Coordinator will provide oversight of any and all assignments related to Admission RN delegated tasks; in the absence of the Admissions Coordinator he/she reports directly to SCH Executive Director.

SUPERVISION EXERCISED

The Admissions RN does not supervise.

DUTIES AND RESPONSIBILITIES

1. Is responsible to report for work at scheduled time, ready to perform work functions and remain on task while completing entire scheduled shift.
2. Complies with all applicable laws and regulations with respect to collaborative agreements.
3. Is sensitive and compassionate with a patient-centered attitude toward accepting death as a part of life; enhancing the quality of patient's end-of-life experience, for those assigned to his/her care.
4. Using a patient-centered approach, cooperates with Admissions Social Worker in scheduling and completing the initial assessment within 48 hours of election of hospice care.
5. Works closely and cooperatively with Medical Director, Medical Records staff, Family Services Unit social workers, Primary Care RN, chaplain and personal physician in the admission process.
6. Maintains integrity of admissions processes as defined in Admit Operations Manual.
7. Completes Patient Initial Nursing Assessment Form.
8. Ensures a timely response to any immediate or urgent nursing needs identified in the assessments.
9. Obtains medical information via Medical Records from referring physician, hospital, etc. regarding patients being admitted. Required information included, but is not limited to:
 - a. Admitting diagnosis and prognosis; current medical findings, including specific clinical indicators; history of changes in indicators and data to support the terminal diagnosis.
 - b. Dietary information/requirements, including any restrictions.
 - c. Orders for medications, treatments and symptom management.
 - d. Information about the medical management of patient conditions unrelated to the terminal illness.
 - e. Designation of an alternative physician to be contacted if the attending physician were unavailable during a patient emergency or non-business hours.
 - f. Discharge Summary from any medical facility (e.g. hospital) recently discharging the patient.
10. Briefs the Patient Care Coordinator on all new admissions on the day of admission; presents appropriate information at the Case Management Meeting the following morning.
Upon completion of admission and prior to the first IDG, Admissions RN meets with Direct Care Team members

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Duties & Responsibilities (continued)

- face-to-face to review admission assessments and develop an Interdisciplinary Patient Care Plan.
- 11. Provides legible, concise, clear, complete and appropriately authenticated documentation dated in accordance with Hospice policy and currently accepted standards of practice.
- 12. Ensures the clinical record, with all the information contained therein, is safeguarded from loss or unauthorized use.
- 13. Communicates regularly with the Patient Care Coordinator and other staff members to review problems about unique patient issues, share professional support, and exchange feedback aimed toward enhancing patient-centered care.
- 14. Actively participates in Interdisciplinary Group, SCH Care Teams, required staff meetings, etc.
- 15. Participates in the SCH Orientation, volunteer training and in-service training programs for professional staff; maintains a record of programs attended.
- 16. Individually responsible to conduct him/her in a safe manner during the performance of all job related duties. Also responsible to bring unsafe conditions to the attention of the person within the organization responsible for safety issues.
- 17. Demonstrates continued professional growth and development through participation in educational and In-Service training programs for professional staff, providing a record of programs attended to Human Resources. Responsible to review current health care literature relating to duties.
- 18. All other duties/tasks as deemed appropriate for an RN as requested/delegated or assigned by immediate supervisor or Executive Director.
- 19. The workweek is 5-days with occasional on-call and/or administrative back up responsibilities. Required to be available on a flexible schedule to ensure the admission process is completed within the requisite time period.
- 20. Responsible to provide continuity of care to patient/family by providing personal status report in regards to anticipated absence and a 45 day letter of resignation if/when it was determined a job change was needed (understanding negotiations may be possible).
- 21. To adhere to all SCH Personnel Policies including, but not limited to:
 - Please initial* _____ SCH Standards of Conduct as described in the agency’s Compliance Plan.
 - Please initial* _____ SCH Privacy Practices in accordance with HIPAA regulations.
 - Please initial* _____ SCH Sexual Abuse and Molestation Policy.
 - Please initial* _____ Demonstrates a kind, decent and respectful behavior.
 - Please initial* _____ Honor, respect, protect and promote patients’ rights and individualized care.

This position description describes the general nature and level of duties and responsibilities required of persons assigned to this position. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

Employee’s Signature

____/____/_____
Date

Manager’s Signature

____/____/_____
Date

Executive Director’s Signature

____/____/_____
Date

Accommodations for disabilities will be made whenever possible unless such accommodations would create an undue hardship on South Coast Hospice and Palliative Care Services, Inc.

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